

**DEPARTMENT OF
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TO: Vaccines for Children (VFC) Providers
FROM: Lori Hutchinson, Vaccine Coordinator
Montana Immunization Program
DATE: December 23, 2011
SUBJECT: **December End-of-Month Process – VFC Vaccine Ordering and Reporting**

We are still working on technical issues with the imMTrax ordering and reconciliation functions. In light of this situation, please follow the instructions below for ordering and reporting your VFC vaccine for December. We appreciate your patience and cooperation. Contact the Immunization Program if you have questions (444-5580 hhsiz@mt.gov).

Vaccine Orders and Reports

Please order your VFC vaccine on paper through Jerry at Home IV Pharmacy using the attached order form. Directions for submitting orders are on the form. To report for December, simply complete the "Doses on Hand" column on the order form with a current inventory of ALL your VFC vaccines (not just the ones you are ordering). Do not submit the multi-page monthly report. Your order will be held if you do not provide a current inventory of ALL VFC vaccines.

Just a reminder, that VFC orders will automatically be imported into imMTrax when they ship, with the exception of VARIVAX®. When you receive a shipment of VARIVAX®, please add it in imMTrax as a private vaccine and then call the Immunization Program. We will switch the lot from private to public.

imMTrax Starting Inventory

If you have not arranged to transfer your initial VFC vaccine inventory into imMTrax, you will not be allowed to order. Please do not enter your VFC inventory yourself. Contact the Immunization Program, and we will work with you to enter your inventory into the system.

imMTrax Processes

Although imMTrax vaccine ordering and reconciliation is not available, we ask that you continue to use the system to keep some processes up-to-date. By doing this, you will not have to "catch up" when the reconciliation and ordering functions are available. Please follow the guidelines below:

- DO NOT try to reconcile your inventory or order vaccine in imMTrax until instructed to do so. Keep in mind that until you can reconcile, your counts may be off.
- Keep your cold chain data current and Save and Submit for the months of November and December. Information on managing cold chain can be found on pages 17–22 of the imMTrax Provider Handbook (found at <https://immtrax.mt.gov/users.shtml>). Contact the Immunization Program if you have problems.
- If you are an integrated user, keep your immunization data entry as current as possible.

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